**Executive Board Meeting**

February 16, 2018

Phone Conference

**Presiding: Carol Gudauskas, President**

**Board Members: Kelly Cannon, Marty Kellum, Amy Shaw, Melinda Pell, Nathan Winkles, Tammy Ebert**

1. Carol called the meeting to order at 9:36.
2. The following members were present:

 Carol, Kelly, Marty, Melinda, Amy, Nathan

1. Approval of Minutes from 1.19.18:

 The minutes were approved. Kelly made the first motion to approve and Marty made the second motion.

1. Reports and/or Action Items
	1. **Treasurer – Marty Kellum**
		1. Financial update

 Notebooks have been paid for. 21 people have paid for registration to attend the conference, and 4 vendors have paid. 62 people have registered for the conference using the google doc. 1 person has emailed in their registration, and 2 people registered for membership only.

 The registration table for the conference will be attended by the treasurer and the secretary. Marty will have a list of who is paid/needs to pay out of the registered participants.

* + 1. Conference Vendors

 Cengage has decided to have a table at the conference and will pay on the day of the conference. We have 5 vendors, and don’t need any additional ones.

* 1. **Past President Tammy Ebert**
		1. By-Laws

 Tammy is finishing up with the by-laws.

* + 1. 2018-19 Executive Board Nominations

 The nominations so far:

Past President: Carol Gudauskas

President: Kelly Cannon

President Elect: Nathan Winkles

Treasurer: Marty Kellum

Secretary: Melinda Pell

Publications Coordinator: Shawanda Moore

Webmaster: Ronnie Merritt

The by-laws need to be checked both in regard to Dr. Merritt becoming Webmaster due to his being a teacher at a school other than a community college as well as whether or not the webmaster is an elected position. Carol will check on this. Shawanda has been contacted via email to confirm her acceptance of the position.

* 1. **President-Carol Gudauskas**
		1. Teaching Excellence Award

 There have been no applicants for the award this year. We need to announce the award at the conference this year and award next year.

 We need to make a form that defines the parameters. The committee considered the rules that AMATYC has laid out for their award, and agree that we need to include some additional guidance including that the nominee must be a current teacher. Carol will create a form to inform members and give the committee a chance to provide feedback.

* + 1. Conference Attendees and Presenters

 We have for sure 62 people attending the conference. Presenter slots are all full. We have had 2 last minute submissions but they were submitted late. Alabama Power can be limited to one time slot to allow for the first of the 2 late submissions to have a time to present. A larger room would be needed in anticipation of a lot of interest for the Alabama Power talk. Dr. Westry can be added to Breakout Session II, and Alabama Power will be in Breakout Session III. We will use volunteers as presiders. Many people have volunteered on their registration to help with presiding. Kelly will get that data, make a schedule of presiders, and send it to Amy to include in the brochure.

 Presenters will be given certificates in a frame. Presiders will get certificates, but no frame. Plaques need to be made. A plaque will be given to Carol. The Keynote Speakers will receive a plaque and a gift certificate.

 Rooms can be blocked off on campus for the presentations and that information will also be sent to Amy to be included in the brochure.

 Committee members all agree that we should include a vote for increasing the membership fee from $10 to $15 so that we can better support the math competition.

 Name tags need to be created. Carol created the form last year. She will work on the form and email them to Kelly. Then Kelly will print them and place them in the sleeves. Kelly will also copy the evaluation form.

* 1. **President-Elect Kelly Cannon**
		1. 2018 AlaMATYC Conference
* Keynote address

Carol will introduce the speakers one at a time. Dr. Fowler will speak first after his introduction and then Eddie Pigg will introduced.

* Task list/Logistics

This list included what needed to be done. Kelly is working through it.

* Door Prizes

Each member of the committee will bring donations for door prizes.

* AMATYC Bags

AMATYC has sent bags and 7 larger prizes. Mu Alpha Theta has contributed sticky notes. Items for bags can be brought as we arrive on Thursday.

Kelly has some volunteers that will help stuff the bags on March 1st.

* Food

 We should count vendors in the food count. Plan for a few extra which brings the count for food up to 75. We have had no requests for vegetarian lunches, but having a couple is a good idea so that will be included.

 Warehouse 319 is on board. The need to be contacted one week before the conference with final numbers. Breakfast will be Chik-Fil-A. They have not been contacted yet. Kelly will contact them asap.

* Backyard Blessings

Phi Theta Kappa is working on gathering items for Backyard Blessings with great success. We will invite the CEO to come in person to accept the donation, and take a picture to use in the next newsletter. Donation will be made during the business meeting.

* 1. **Publications Coordinator – Amy Shaw**

Amy needs to be provided with the room numbers and the presider/presenter information to include in the brochure. The opening session of the meeting will be held in Mathews Lecture Hall. She has the front of the brochure ready. She will update the rest of the brochure when she gets the information and send the brochure to Carol and Kelly for editing. Kelly will print them and have them put in the bags.

* 1. **Webmaster – Nathan Winkles**

 Four people have registered after the February 9th deadline. One only wanted the $10 membership. One checked the $40 box for registering early, the other two registered for paying on the date of the conference at $50. We will let it slide. Nathan will contact them.?

 Registration went well this year. Paypal is one option for allowing online payment. There are two types of paypal accounts. The first limits the number of deposits that can be made in one month, the second is unlimited but charges a fee. Marty knows that we have a paypal account, and Carol said she set it up but didn’t get very far with it. Marty said that would be our option. We could compare the names easily to know who paid. If they process as a charge instead of just a payment it will charge us 2%. We need to look at this again as an option for next year. We should poll the members at the conference to gauge interest.

 Nathan suggested just having them pay when they get to the conference. Marty said that would be an easy fix.

1. New Business

 We need to get registered for the AMATYC conference. Hotels are filling up!

1. Next meeting

 We will have the next meeting on March 1st. We will eat dinner at the Black Rock restaurant. Carol will contact Tammy and let her know. Dr. Fowler and Eddie will be invited to dine with us.

1. The meeting was adjourned at 11:30 by Carol.